

**ANNUAL REPORT  
FISCAL YEAR 2001  
OFFICE OF ACQUISITION MANAGEMENT  
HARPERS FERRY CENTER**

During Fiscal Year 2001, the Office of Acquisition Management, Harpers Ferry Center, obligated and/or received approximately \$20,683,336 million dollars in support of the interpretive media departments at the Harpers Ferry Center, the Historic Preservation Training Center, and the Appalachian Trail Project Office. With these obligations, the Center manages well over 500 contracts at any one time. This figure includes the Harpers Ferry Center Task Order Assistance Program that assisted 25 parks in the obligation of \$1,452,547.

Major contracts completed or in progress in Fiscal Year 2001 include the second year of the Multiagency Uniform Program and a contract for preliminary schematic design and the subsequent development, production and installation of interpretive media for the Monroe School at the Brown v. Board of Education National Historic Site. In addition, 56 new IDIQ contracts were negotiated for Servicewide use. This will increase HFC's capacity to provide technical assistance.

Other large negotiated contracts include:

**Identity Program**

- Design and Implementation of the Wayside Signage System
- Business Card Contract with The Lighthouse for the Blind

**Planning and Design**

- Dayton Aviation Heritage National Historical Park for the West Interpretive Center and East Interpretive Center
- Cumberland Gap National Historical Park
- Washita Battlefield National Historic Site
- Blue Ridge Parkway
- Independence Second Bank
- Arches National Park

**Exhibit Fabrication**

- Cabrillo National Monument
- Lowell National Historical Park
- Fire Island National Seashore
- Virgin Islands National Park
- Chickamauga and Chattanooga National Military Park
- Salt Lake City Olympics
- Guilford Courthouse National Military Park
- Fort Sumter National Monument
- Congaree Swamp National Monument

### **Audiovisual Productions**

- Dayton Aviation Heritage National Historical Park
- Big Thicket National Park
- Washita Battlefield National Historic Site
- Manzanar National Historic Site
- New Bedford Whaling National Historical Park
- Arkansas Post National Monument
- New River Gorge National River

### **IDIQ Contracts**

- Seven Artwork Contracts
- Two Wayside Exhibit Quality Screen Imaging Contracts
- Twenty Exhibit Planning and Design Services Contracts
- Three Natural History Models Contracts
- Three Specialized Cartographic Services for Visitor Use Maps Contracts
- Eighteen Exhibit Fabrication Services Contracts
- Three Graphic Design and Production Contracts for Folders, Books, NPS Identity Items and Website Design and Development Services Contracts

### **Other**

- Harpers Ferry Center HVAC Upgrade and Sprinkler System
- Harpers Ferry Center Outdoor Lighting Improvements

The purchase card program continues to be a success. Obligations by purchase card in the acquisition management office equaled \$534,593. This does not include the 102 cardholders purchases which totaled approximately \$1,225,582. In addition, payments under the Multiagency Uniform Contract were paid by purchase card in the amount of \$7,041,317.

Acquisition management staff participated in a Servicewide workgroup for the revision of the National Park Service Agreements Handbook. This Handbook contains Servicewide guidance on interagency, cooperative, and other agreements. The final draft was completed on June 13, 2001, endorsed by Sue Masica, and is currently being used Servicewide.

The office updated and expanded its website to include the awarded Multiagency Uniform Contract, Servicewide IDIQ policy and contracts, its annual reports, forms, current solicitations, naming conventions for procurement requests, the National Park Service Agreements Handbook, an Administrative Guideline on the SmartPay Program, and a link to the DOI Advanced Acquisition Plan. Our website address is: <http://www.nps.gov/hfc/support/hfc-support.htm>

Special emphasis goals for Minority Business Programs were over 100% met. Our Women-Owned Business Program goal was also over 100% met. See page 4.

**Fiscal Year 2001 Program**

**Procurement**

	<b><u>Dollars</u></b>	<b><u>Actions</u></b>
Contracts	\$8,682,466	474
▪ Payments Made by Purchase Card	7,041,317	39
Small Purchases	1,588,896	394
Third Party Draft And Imprest Fund	183,231	476
Purchase Cards	534,593	595
Federal Express BPA	68,132	241
<b>TOTAL</b>	<b>\$18,098,635</b>	<b>2219</b>

**Task Order Assistance**

Task Order Assistance Program	\$1,452,547	28
<b>TOTAL</b>	<b>\$1,452,547</b>	<b>28</b>

**Assistance**

Interagency Agreements	\$ 596,530	9
Cooperative Agreements	51,450	6
General Agreements	9,640	1
<b>TOTAL</b>	<b>\$ 657,620</b>	<b>16</b>

**Funds Received**

General Agreements	\$ -0-	0
Interagency Agreements	474,534	12
Reimbursable Agreements	-0-	0
<b>TOTAL</b>	<b>\$474,534</b>	<b>12</b>

---

<b>TOTAL</b>	<b>\$20,683,336</b>	<b>2275</b>
--------------	---------------------	-------------

***TOTAL PROCUREMENT OBLIGATIONS:           \$18,098,635\****

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Subcontracting Obligations</u>	<u>Total Obligations</u>
<b>Small Business</b>	<b>\$9,000,000</b>	<b>\$10,036,131</b>	<b>\$ 650,868</b>	<b>\$10,686,999</b>
<b>Large Business</b>	<b>-0-</b>	<b>\$ 8,062,505</b>	<b>\$&lt;650,868&gt;</b>	<b>\$ 7,411,637</b>

***GOALS***

	<u>Goal</u>	<u>Prime Obligations</u>	<u>Subcontracting Obligations</u>	<u>Total Obligations</u>
<b>Minority Business</b>	<b>\$800,000</b>	<b>\$ 1,287,235</b>	<b>\$ -0-</b>	<b>\$1,287,235</b>
<b><u>SBA 8(a) firms</u></b>	\$400,000	\$1,146,439		
<b><u>Other than 8(a) firms</u></b>	\$400,000	\$ 140,796		
<b><u>Women-Owned Business</u></b>	<b>\$600,000</b>	<b>\$ 796,890</b>	<b>\$ 222,023</b>	<b>\$1,018,913</b>
<b>JWOD</b>		<b>\$ 9,240</b>	<b>\$ -0-</b>	<b>\$ 9,240</b>

\*Total amount does not include Task Order Assistance, Interagency and Cooperative Agreements, or funds received.